

Landlord Representation Specialist – Office Property Leasing & Sales

Location: Dallas, Texas

Job Title: Market Director – Office Leasing Division

Industry: Commercial Real Estate. Leasing & Sales. Focus on Office Space

Required Experience: This is an entry-level position; however, a candidate with experience will have the opportunity to grow in the division at a faster pace.

Job Description: This job opening is to join NAI Robert Lynn's Office Project Leasing Team as a Market Director. Responsibilities will include primarily prospecting for new business and setting up meetings with property owners. Secondly, the position will be responding to leasing inquiries, property tours, marketing available spaces, managing current office portfolio, assisting on presentations, research, and data entry. When representing landlords, Market Directors execute action plans to fill the vacancies with qualified tenants and negotiate on behalf of the landlord. Qualities of a successful Market Director include team player, attention to detail, accommodating, high urgency, energetic, reliable, eager to learn, hardworking, independent, and intelligent.

Training Program: Each new hire starts with our approx. 3-6 month* Training Program (and needs to have *or will obtain* a Texas Real Estate Salesperson License), providing an in-depth understanding of the foundation of retail real estate, setting up a game plan to proactively build a book of business, and giving structure / organizational tips to the keys to building a career in this industry.

*new hires with experience can have a shorter training program.

Contact: Email a cover letter and resume to the hiring manager, James Davis, at jdavis@nairl.com.



James Davis
Executive Vice President